



Deck Supervisor

Classification:	Fitness Industry Award Level 5		
Date Reviewed:	June 2024		
Department:	Aquatic Programs	Reporting to:	Aquatic Programs Coordinator
Approved by:	General Manager Operations – Aquatics & Leisure		

About South East Leisure

South East Leisure are a leisure management company based in the City of Greater Dandenong with a vision to enhance the health and wellbeing of our community by providing sustainable world class experiences.

We, at South East Leisure pride ourselves on being driven by our values:

CARE – We care about our people, our actions, and our outcomes

OPEN – We are honest, transparent, and respectful in our actions

FUN – We work hard, we have fun and celebrate our success

SUSTAINABLE – We provide commercially and environmentally sustainable outcomes

South East Leisure manage and operate the four major leisure facilities in the Greater Dandenong area:

- Dandenong Oasis
- Noble Park Aquatic Centre
- Springers Leisure Centre
- Dandenong Stadium

We are committed to building a team full of positive, hardworking, and adaptable superstars. In return for your passion and commitment, we will:

- Provide you with flexibility in your role – We are passionate about creating a healthy work life balance
- Encourage you to contribute to our social and environmental outcomes
- We are passionate about creating a positive social impact and are always exploring ways that we can implement environmentally sustainable improvements.
- We will always value and listen to your ideas into ways we can improve our programs, services and business.

About the role

The Deck Supervisor is responsible for ensuring that programs are carried out to a high standard. You will support the administration of the swim lesson program and leadership of the swim teacher workforce to deliver outstanding aquatic education.



Key Responsibilities and Specialist Skills

- Ensure swim teachers are carrying out lessons safely and in accordance with curriculum
- Mentor swim teachers
- Liaise with parents regarding the program
- Provide a high level of customer service
- Complete and collate attendance and competency reports
- Support student grading and evaluations
- Accountable for effective program delivery
- Stay informed about all communications to ensure you are aware of and understand company policies, procedures, and updates.
- Conduct student assessments
- Support swim lesson shift cover needs
- Ability to work as part of a team
- Promote a positive safety culture
- Complete annual Health & Fitness Self-Assessment in alignment with industry requirements to maintain personal health standards and meet industry expectations.
- Attend mandatory quarterly In-Service Training sessions in alignment with industry requirements to ensure ongoing professional development and compliance.
- Other duties as required

Qualifications and Experience

- Minimum 6 months experience performing swim teacher duties
- Moderate level computer literacy
- HLTAID011 – Provide First Aid
- HLTAID009 – Provide cardiopulmonary resuscitation. (CPR)
- SISSS00132 – Swimming and Water Safety Teacher
- Current Working with Children Employee check
- Satisfactory National Police Check (funded by SEL)

Desirable

- Swim Teacher extension course

Organisational Relationship/Context

Reports to

Aquatic Programs Coordinator

Major contacts

Internal Liaisons

- Leadership team
- Internal staff team

External Liaisons

- Students and parents

- User Groups

Equal Opportunity

We support the provision of a work environment that is free from harassment, discrimination and bullying and refrain from engagement in any activities that may be offensive, humiliating, uncomfortable for; or derogatory towards; other staff or the community.

Safeguarding Children and vulnerable adults Commitment

SEL wants children and vulnerable adults to be safe, feel safe, happy, and empowered; we take all reasonable steps to ensure candidates are appropriately screened and to employ skilled staff to work with children and vulnerable adults and have zero tolerance for all forms of harm.

PHYSICAL REQUIREMENTS OF POSITION

POSITION TITLE	Deck Supervisor	DEPARTMENT	Aquatics
REPORTS TO	Aquatic Programs Coordinator	DATE REVIEWED	12/06/2024

PHYSICAL REQUIREMENTS	Performed Frequently More than 2 hours per shift, or continually for 30 minutes.	Performed Sometimes Less than 2 hours per shift.	Rarely Performed Infrequent / ad-hoc
Keyboard duties		✓	
Reading tasks	✓		
Writing tasks		✓	
Sitting			✓
Walking / Standing	✓		
Driving Car			✓
Lifting / carrying (Light) < 10kg	✓		
Lifting / carrying (Heavy) > 10kg		✓	
Pushing / pulling (Light) < 10kg	✓		
Pushing / pulling (Heavy) > 10kg		✓	
Cutting (knife work)			✓
Bending	✓		
Kneeling / squatting	✓		
Climbing (stairs, ladders, scaffold)		✓	
Exposure to hazardous substances / dangerous goods			✓
Exposure to blood / bodily fluids / human waste			✓
Exposure to dust / dirt			✓
Stress – difficult customers		✓	
Stress – resolving conflict scenarios		✓	
Stress – tight deadlines		✓	
Stress – other (specify)			✓
Exposure to noise > 85dB		✓	
Exposure to wet environment (including working in pool water)	✓		
Exposure to hot temperatures (up to 39°C)		✓	
Continuous concentration	✓		

MINIMUM PHYSICAL REQUIREMENTS	Yes	No
Ability to swim a minimum of 200 metres of a survival stroke	✓	
Ability to team-lift a patient out of a pool during a rescue situation	✓	
Ability to tow a patient for a minimum of 10 metres in a pool during a rescue situation	✓	
Ability to perform Cardio Pulmonary Resuscitation (CPR) for an extended period of time	✓	
Sustained cardio-vascular training		✓



**South East
Leisure**



Purpose

Creating active, connected communities.



Vision

Providing sustainable world class experiences that enhance the overall health and wellbeing of the community.

Declaration

It is essential to disclose any pre-existing illnesses, injuries, or conditions that may affect their ability to meet these physical requirements before employment or as soon as they become aware of them.